

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Little Rock, Arkansas 72201

AR Notice AO-123

For: All County Offices

Information and Media/Outreach Report (AO-157R)

Approved by: State Executive Director

for [Signature]

1 Overview

A Background

Departmental Regulations require the collection and evaluation of data based on RSNO (race, sex, and national origin) and disability participation and eligibility data for programs. This data is necessary to determine both quantitatively covered groups and to provide input for management analysis.

According to an Arkansas Civil Rights Compliance Review, this data is not being reported correctly, if at all. This data should be captured by all County Offices on the Media/Outreach section of the AO-157R Report (*Election Information and Media Outreach Report*). This annual report is due in December.

B Purpose

This notice is being issued to ensure that all County Offices are aware of the information that should be documented throughout the year and recorded annually on the AO-157R Report.

2 Action

County Offices shall ensure that the following sections of the AO-157R Report are completed and reported in accordance with Handbook AO-18:

- Election data (paragraph 241)
- Request for reconsideration and appeals (paragraph 245)
- Attendance at public meetings (paragraph 247)
- Total number of newspapers, magazines, and TV and radio stations that receive election information from County Offices (paragraph 247)

The reporting period is January thru December of each year.

Disposal Date	Distribution
January 1, 2005 01-24-04	All County Offices

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3 Information

The data that will be submitted on the 2005 AO-157R Report should coincide with the information submitted to the State Office throughout the year on the online Outreach Form. Instructions for this form were disseminated in Arkansas Notice AO-118.

4 Contact

Contact Rhonda O'Guinn by phone (501-301-3018) or by e-mail (Rhonda.oguinn@ar.usda.gov) if any questions arise about this notice.